



## Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 322-6253 Fax (916) 445-0800 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Office of the Executive Director*

Dear BIR Training Participant:

CTC is pleased to offer our BIR training participants CTC's hybrid Board of Institutional Review training. The training is completed through a blend of online modules and onsite training. The training consists of six modules: an introductory online module that provides instruction on use of the next four **online** modules, and the final module that is an **onsite** training, which is two days in length. The redesigned training minimizes the time away from your homes, offices, and classrooms.


The modules, which are presented by the training team members, vary in length from 15 to 75 minutes, and are best viewed in chronological order. They are available on the following site: <http://www.ctc.ca.gov/educator-prep/BIR-online-training.html>

Modules 0-4 have a video presentation and accompanying PowerPoint presentation that is located directly underneath the video link as a pdf document. Modules 0, 2, and 3 include handouts and supplemental material, some of which you *may* wish to print ahead of time so you are able to reference them while watching the training module.

An integral part of the training is the use of the College of California as a training tool. Throughout the training, participants will be using documents from this fictional college to apply the training skills and protocols that they are learning. To accentuate the importance of the COC, all PowerPoint slides that mention the college have been marked with lightning bolts and participants are asked to pay particular attention to the information as we build toward a site review of the college that occurs during the onsite training.

We encourage participants to begin watching the online modules as soon as possible. Not only will this give you time to process the information, but our Integrated Technology Services department informs us that the system may not be able to support high numbers of viewers at one time. Should all participants wait to watch the modules until the weekend before the onsite training, it is possible that the system may lock up, so we encourage you to begin to review the modules as soon as possible.

Each participant is required to complete the introduction and four online modules **BEFORE** attending the onsite training. This includes watching the online module, completing some worksheet materials and responding to an online Survey Monkey survey. BIR trainers will be monitoring the surveys to determine participant understanding and progress as well as communicating with you to ensure your completion of the modules before the onsite training begins.

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- Should you have difficulties accessing the modules, please contact Brenda Cunningham at [bcunningham@ctc.ca.gov](mailto:bcunningham@ctc.ca.gov).
  - If you have any questions regarding the content of the material, please contact Gay Roby ([groby@ctc.ca.gov](mailto:groby@ctc.ca.gov)) or Katie Croy ([kcroy@ctc.ca.gov](mailto:kcroy@ctc.ca.gov)).

The place of training has not been determined at this time. We hope to have that information available to you soon. The training sessions will be from 10:00 to 4:30 on the first day and 8:30 to 3:00 on the second day. **You will need to bring a laptop computer** with you to access training materials.

Once again, thank you for agreeing to be part of California's accreditation system for educator preparation. Your contribution is very much appreciated.

Your onsite trainers,

Mark Cary

Katie Croy

Gay Roby